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2 December 1959

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MEMORANDUM FOR: Chief, Records Management Staff
Attn: []

SUBJECT : Logging of Classified Documents

1. In an effort to eliminate unnecessary logging of documents, we are often confronted with CIA Regulation [] In discussing the regulation with the Office of Security [] the following appears to be the position of that office:

An exception to the logging of material bearing a defense classification has never been granted, although such requests have been numerous. [] emphasized the point that Regulation [] requires the logging in of classified material only at the initial point of receipt and logging out at the final point of dispatch in an Area Division or Staff. CIA Regulation [] is this Agency's interpretation of Executive Order 10501 which places the responsibility for the control of classified material on the head of the Agency.

2. All classified material is not logged in and out of each Area Division and Staff in the CS. Neither is a receipt required each time a classified document is passed between divisions or staffs. The volume involved would require manpower not now available and certainly would not contribute to better records management in the CS. The Executive Order does not appear to require logging down to the Area Division and Staff level in the CS.

3. Since an Agency regulation is involved, it is requested that you assist in securing a feasible interpretation of the Executive Order that will not impose unnecessary burdens on the CS.

[]
DD/P Records Management Officer

cc: AEXO []
C/O&M Staff, DD/P Area []

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